



## FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

### DENTAL ASSISTANT, DMH & DDS

<b>SALARY RANGE</b>	<b>\$2688 - \$3534 Range T</b> <b>\$3185 - \$4187 Range W</b> <b>\$3971 - \$5220 Range Y</b>
<b>TENURE/TIME BASE</b>	<b>Limited Term, Full Time (12 Months)</b>
<b>PROGRAM/DEPARTMENT</b>	<b>Central Clinical Services</b>
<b>FINAL FILING DATE</b>	<b>Until Filled</b>

**DESCRIPTION OF DUTIES:** Provide chairside assistance for dentist and dental personnel. Make and schedule appointments for patients and dental staff. Update and maintain dental records and prepare reports as appropriate to maintaining the dental clinic. Setup, maintain, and requisition all dental instruments and supplies. Clean, maintain, prepare, and sterilize all dental instruments. Take x-rays and maintain x-rays equipment. Maintain cleanliness of dental operator and laboratory. Instruct oral hygiene to patients and staff when appropriate. On-going interaction with consumers and their guardians. Potential exposure to communicable diseases, blood-borne pathogens, medicinal preparations, and other conditions common to dental assisting environment.

**WHO MAY APPLY:** Candidates with list, transfer, or reinstatement eligibility for the classification. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to State Restriction of Appointment (SROA), Surplus and Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the State Personnel Board website [www.spb.ca.gov](http://www.spb.ca.gov). **Faxed applications or resumes will not be accepted.**

***\*Only applications with original signatures will be accepted\****

**PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:**

FAIRVIEW DEVELOPMENTAL CENTER  
TESTING OFFICE, ROOM 211  
2501 HARBOR BLVD.  
COSTA MESA CA 92627  
(714) 957-5255

**IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.**

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: DENTAL ASSISTANT, DMH & DDS  
RELEASE DATE: 11/13/15